USDA	United States Department of Agriculture	Office of the Chief Financial Officer	National Finance Center	P.O. Box 60000 New Orleans Louisiana 70160

Title: I, Payroll/Personnel Manual

Chapter: 20, Reports, Section 5, Payroll/Personnel Output

Bulletin: PPO, 07-1, Your Personal Benefits Statement

Date: February 8, 2007

To: Holders of the Payroll/Personnel Output Procedure
Personnel Users Groups
Personnel Offices

The Personal Benefits Statement, referred to herein as the Benefits Statement, is the annual notification of employee compensation and fringe benefits. The Benefits Statement provides employees with an estimate of their benefits relating to their current position. For employees who are retirement eligible, we suggest they contact their personnel office for a more comprehensive review of their retirement options.

The Benefits Statement describes the estimated:

- value of benefits available to an employee or his/her survivors in the event of voluntary retirement, disability, or death in service

- annuity benefits and account balances from the Thrift Savings Plan (TSP), and Social Security and/or Medicare benefits

Who Will Receive the Benefits Statement

The Benefits Statement will be mailed to the residence address of each employee who is eligible for retirement benefits and is covered by one of the retirement coverage codes listed below:

Code	Description
C	Social Security System (FICA) and Civil Service Retirement System (CSRS)
E	FICA and CSRS - For law enforcement and firefighter personnel
G	FICA and Foreign Service Retirement and Disability System (FSRDS)
K	Federal Employees' Retirement System (FERS) and FICA
M	FERS and FICA - Special
P	Foreign Service Pension System (FSPS) and FICA
R	FICA and CSRS (Full)
T	FICA and CSRS - Special (Full) - For law enforcement and firefighter personnel
1	CSRS
3	Foreign Service Retirement and Disability System (FSRDS)
6	CSRS - Special - For law enforcement and firefighter personnel

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Each Federal Deposit Insurance Corporation (FDIC) employee with one of the retirement plans listed above and a not-to-exceed (NTE) date will receive a term/temp FDIC insert with his/her Benefits Statement.

Each part-time employee with one of the retirement plans listed above and one of the following work schedules will receive a Benefits Statement for his/her applicable retirement plan:

Code	Description
P	Part-time
Q	Part-time seasonal
S	Part-time job sharer
T	Part-time seasonal job sharer

The projected timeframe for mailing the annual Benefits Statement will be the end of March 2007. This data will also be posted to the National Finance Center's (NFC) Employee Personal Page.

Who Will Not Receive the Annual Benefits Statement

Some employees **may not** receive the Benefits Statement for the following reasons:

- The employee's retirement coverage code is not shown in the above list.

- The employee is intermittent/seasonal (i.e., other than work schedule P, Q, S, or T).

- The employee's 6C Retirement Date identifies the retirement service computation date for employees appointed to law enforcement and firefighter positions. This entails that a special retirement deduction rate (Retirement Coverage Code 6, E, M, or T) in Information/Research Inquiry System (IRIS) Program IR102, Dates & Misc Sal/Pers Data, is invalid. Invalid means that the 6C Retirement Date is earlier than the retirement service computation date (SCD), or is later than the Benefits Statement date.

- The employee is not eligible for retirement benefits.

- The employee was separated in Pay Period 26 of the prior year or Pay Period 1 of the current year.

- The employee's agency has elected not to issue the Benefits Statement. (See those agencies below.)

At the agency's request, the 2006 Benefits Statement will not be issued to employees of the following agencies:

- Architect of the Capitol

- Commission on Security and Cooperation in Europe

- Congressional Budget Office

- Office of the Comptroller of the Currency

- Smithsonian Institution (Trust)

- Treasury Technical Assistance

- U.S. Botanic Garden

- U.S. Capitol Police

- U.S. Senate Restaurants

The 2006 Benefits Statement also will not be issued to employees with the following work schedule codes:

Code	Description
I	Intermittent
J	Intermittent seasonal

Payroll/Personnel Output Procedure

Exhibit 162 of the Payroll/Personnel Output procedure, which is available online at NFC's home page *(www.nfc.usda.gov),* will be updated to include the information in this bulletin. The Latest Update Information section at the beginning of the procedure will provide a summary of the update. To view and/or print this procedure, go to NFC's home page and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter** and search for the Payroll/Personnel Output procedure on the list provided. Listed below are the changes that will be made to Exhibit 162:

- Changes the TSP annuity interest rate index to 5.25%.

- Changes the FERS death benefit additional amount payable to $27,461.91.

- Changes the 2006 dates and numeric factors to the 2007 dates and factors where applicable.

Nonreceipt of the 2006 Benefits Statement

If an employee does not receive the 2006 Benefits Statement by Monday, April 23, 2007, a reprint may be requested by submitting a request through the Document Tracking System (DOTSE).

The request should include the employee's name and social security number. Reprints of Benefits Statements will be available through Friday, June 8, 2007. For information about accessing DOTSE, see Title I, Chapter 18, Document Tracking System (DOTSE).

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Inquiries

Please consult Chapter 20, Section 5, Payroll/Personnel Output, Exhibit 162, Your Personal Benefits Statement, for detailed information about each item on the Benefits Statement. The Benefits Statement is also available on the Employee Personal Page of NFC's Web site for employee's who have elected to sign up for access. Employee inquiries about the Benefits Statement should be handled by the employee's servicing personnel office.

MARK J. HAZUDA, Director
Government Employees Services Division